



Ten Steps to Effective Presentations

This 2-hour course, led by Charon Mckinley or Melany Felton, covers 10 steps to Effective Presentations. The following topics are discussed and demonstrated: presenting a positive image, understanding your listener(s), organizing content from the listener's point of view, eliminating "overkill", controlling nervousness, eliminating monotony and boredom, effectively using visual aids, controlling questions & answers, and obtaining approval and action.

The remaining session scheduled for 2010 is:

- Monday, September 27 from 9 am – 11 am

Organization Development & Training Division

Our mission is to constantly build organizational effectiveness by providing the material and conceptual resources needed to improve performance and enhance the quality of work life. We are committed to the continuous growth and development of our people.